



Chris N. Hartley, Ed.D.
Superintendent

HUMBOLDT COUNTY OFFICE OF EDUCATION
Intermediate Account Technician
Educational Services

Job Summary

Under direction of the Director of Special Education provides a wide variety of data processing support services, accounting and general clerical office duties for Educational Services. Performs moderately complex and responsible record keeping, reporting and accounting in assisting with the processing/monitoring/controlling of County Office and program grant funds. This job class performs a variety of routine but responsible bookkeeping/account processing activities in the support of major accounting functions or the monitoring of budgets. Judgment and problem solving skills are limited to areas of specific training and routine questions. Provides support to administrator and staff which includes budget, travel, requisitions, accounts payable, student payroll, report generation, invoicing, data input, correspondence, deposits and other duties. Provides clerical related support services to program staff.

Examples of Duties

- Posts data to various records; checks and balances accounts;
- Tabulates and proofreads statistical or financial data;
- Indexes and files bills, vouchers, documents and other papers;
- Makes arithmetical calculations and checks various statistical or accounting tables and reports;
- Keeps subsidiary ledgers;
- Assists in preparing accounting, financial, or statistical reports and schedules of claims;
- Prepares purchase orders against each bill and auditing extensions and totals before paying;
- Processes authorizations for travel, reimbursements for travel expenses, mileage, contracts, statements of services rendered/invoices and returns necessary documentation;
- Assists in or posts to manual or machine generated records, journals and ledgers; operates data processing bursting and decollating equipment as needed;
- Assists in coordination and interpretation of computer reports;
- Verifies that computer entries and outputs are correct and complete; assists in the preparation and checking of payrolls, cards, and invoices; prepares lists of warrants;
- Operates a variety of office equipment; receives complaints and inquiries from various sources and initiates action to answer/remedy the problem;
- Updates department operational procedure manuals;
- Collects and validates time sheets from districts for TPP student/DOR clients participating in work experience trainings and submits payroll documentation for payment;
- Completes monthly Personnel Activity Reports for TPP and Workability;
- Electronically submit monthly TPP progress reports to DOR staff;
- Provides support to programs such as Workability, Cal-SOAP, DOD, TPP Administrator and staff which includes budget, travel, requisitions, account payable, student payroll, report generation, invoicing, data input, correspondence and deposits;
- Answers phones and handles routine inquiries;
- Schedules meetings and takes minutes for meetings;
- Develops correspondence and communication with program staff and partners;
- Performs other work as assigned.

Education and Experience

Graduation from high school or comparable demonstration of basic competence and two years of general fiscal clerical experience; training in financial accounting, bookkeeping, statistical or payroll record keeping, and computer operation.

Knowledge of:

- Methods, practices and terminology used in financial and statistical clerical work;
- Office practices and procedures;
- Computer terminology, computer generated reports and input document process.

Ability to:

- Input, manipulate, and retrieve data on microcomputer equipment accurately and efficiently;
- Post and make arithmetical computations rapidly and accurately;
- Operate various office machines;
- Compare names and numbers rapidly and accurately;
- Read and comprehend fine print such as contracts, spreadsheets and texts;
- Work effectively with constant interruptions;
- Follow written and oral instructions;
- Adapt to changing work demands;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Communicate effectively via telephone, computer modem and in person;
- Demonstrate quality customer service with clients and community partners;
- Lift/move materials weighing up to 50 pounds.

Range 34

Personnel Commission Approved: 4/11/2017